

Agenda Item Number: 8-8-13.10

**SANDOVAL COUNTY
BOARD OF COUNTY COMMISSIONERS**

Date of Commission

Meeting: August 8, 2013

Division / Elected

Office: Planning & Zoning

Staff Contact: Michael Springfield, Director

Title of Item: Bid Award - Subdivision Review Services and Contract Approval

Action Requested: Request for a Motion to Award Bid for Subdivision Review Services to Bohannon Huston, Inc. and Approval to Authorize the County Manager to Negotiate and Enter into a Contract

Summary: Request for Proposals #FY14-PZ-01 was advertised in the legal section of the Albuquerque Journal on June 11, 2013 with a submission deadline of July 11, 2013 at 3 pm (MST). Two (2) proposals were received as follows: (1) Bohannon Huston, Inc.; and (2) Design Enginuity, LLC.

A three-member evaluation committee (see attachment) rated each proposal based on the set criteria addressed in the RFP.

Attachments: Evaluation Committee Report

FISCAL IMPACT

No County funding required.



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STAFF ANALYSIS SUMMARY

County Manager:

Recommend Board of County Commission approval. PPR 07/30/2013

**Initiating Elected Official /
Division Director:**

Reviewed and Approved. MRS 7/23/13

Legal:

A contract will need to follow the award. PFT 7/31/2013

Finance:

Recommend Approval CCH 7/31/13

Procurement process has been followed.
Recommend award. LO 7/31/13

SUBDIVISION REVIEW SERVICES
RFP# FY14-PZ-01

EVALUATION COMMITTEE REPORT	
DEPARTMENT	Planning & Zoning
DATE OF REPORT	July 19, 2013
ASSEMBLED BY	Liz Otten, Procurement Officer / Sandoval County Finance Department
PHONE/EMAIL	(505) 404-5873 lotten@sandovalcountynm.gov

The purpose of this report is to concisely summarize the activity and recommendations of the evaluation committee process. The Evaluation Committee Report will be written by the Procurement Officer, approved by the evaluation committee, and will become part of the procurement file. Committee scores for the proposals along with justifications given by Evaluation Committee members for scores are provided for each category.

Scores and Justifications

Section 1

1. Professional Experience (35 points possible):

Offeror	Committee Score	Justification for Points Awarded			
Bohannon Huston, Inc.	35	This firm provided documentation of numerous projects completed within Sandoval County and surrounding areas. This is a large and experienced firm with many engineers on staff. This firm has prior experience working with Sandoval County.			
		Individual Scores:	35	35	35
Design Enginuity, LLC	30	This firm has only one (1) engineer on staff. The firm's experience is limited to the Santa Fe Area and has not had a project in Sandoval County. It has been several years since the firm has provided subdivision review services under public contract.			
		Individual Scores:	30	30	30

2. Registration, Licensing, and Conflict of Interest (25 points possible):

Offeror	Committee Score	Justification for Points Awarded			
Bohannon Huston, Inc.	25	All requested documentation was provided in the proposal.			
		Individual Scores:	25	25	25
Design Enginuity, LLC	25	All requested documentation was provided in the proposal.			
		Individual Scores:	25	25	25

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3. General Qualifications and Knowledge (20 points possible):

Offeror	Committee Score	Justification for Points Awarded			
Bohannon Huston, Inc.	20	This firm provided a more extensive list of project types and recent public contracts. This is a much larger firm with many employees (including 54 engineers) possessing a vast amount of experience and more general expertise.			
		Individual Scores:	20	20	20
Design Enginuity, LLC	15	This firm has a smaller staff and a limited list of project types. The firm stated that it has been three (3) years since their last design review project under public contract.			
		Individual Scores:	15	15	15

4. Communications, Reporting, Attendance, and Availability (20 points possible):

Offeror	Committee Score	Justification for Points Awarded			
Bohannon Huston, Inc.	20	With a larger staff, this firm possesses greater resources, enhancing availability. References provided very positive feedback for this firm.			
		Individual Scores:	20	20	20
Design Enginuity, LLC	15	With a smaller staff, this firm has fewer resources and therefore, limited availability. References provided very positive feedback for this firm.			
		Individual Scores:	15	20	10

Total Scores out of 100 possible points:

Bohannon Huston, Inc.	100
Design Enginuity, LLC	85

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Section 2

1. Cost: *This information is for discussion purposes and negotiations ONLY*

2. Resident Preference or Resident Veteran's Preference (5% or up to 10%)

Offeror	Documentation Provided / Preference Awarded
Bohannon Huston, Inc.	Documentation Provided / 5% Preference Awarded
Design Enginuity, LLC	Documentation Provided / 5% Preference Awarded

3. Financial Stability

Offeror	Pass/Fail
Bohannon Huston, Inc.	Pass
Design Enginuity, LLC	Pass

4. Letter of Transmittal

Offeror	Pass/Fail
Bohannon Huston, Inc.	Pass
Design Enginuity, LLC	Pass

5. Campaign Contribution Disclosure Form

Offeror	Pass/Fail
Bohannon Huston, Inc.	Pass
Design Enginuity, LLC	Pass

6. Employee Health Coverage Form

Offeror	Pass/Fail
Bohannon Huston, Inc.	Pass
Design Enginuity, LLC	Pass

EVALUATION COMMITTEE MEETING

<i>Reason for Meeting</i>	<i>Date of Meeting</i>	<i>Summary of Meeting</i>
Evaluation of Proposals submitted for the Subdivision Review Services RFP #FY14-PZ-01.	7/19/13	Evaluation Committee members reviewed and scored proposals submitted in response to the RFP

SUMMARY OF AWARD RECOMMENDATION

The proposal submitted by Bohannon Huston, Inc. received the highest total score and is therefore recommended as the finalist to be awarded the contract for Subdivision Review Services. The proposal submitted by Bohannon Huston, Inc. was the most comprehensive including documentation of extensive experience, knowledge, and understanding of the Subdivision Review Service needs of Sandoval County. Bohannon Huston, Inc. also provided all of the documentation requested in the Request for Proposals.

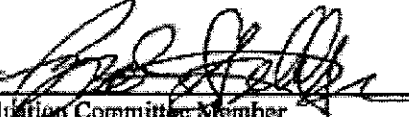
SUBDIVISION REVIEW SERVICES

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After evaluating the proposals submitted and scoring according to the scoring criteria listed in the Request for Proposals, the Evaluation Committee Members agree to recommend the following vendor for the award of the contract for: Subdivision Review Services per RFP# FY14-PZ-01.


Recommended vendor: Bohannon Huston, Inc.

MICHAEL SPRINGFIELD  7/19/13
Printed Name and Signature of Evaluation Committee Member Date

Brad Stebleton  7-19-13
Printed Name and Signature of Evaluation Committee Member Date

Melinda Hill Melinda Hill 7/19/13
Printed Name and Signature of Evaluation Committee Member Date

Printed Name and Signature of Evaluation Committee Member Date

Liz Otten  7/19/13
Printed Name and Signature of Procurement Officer Date